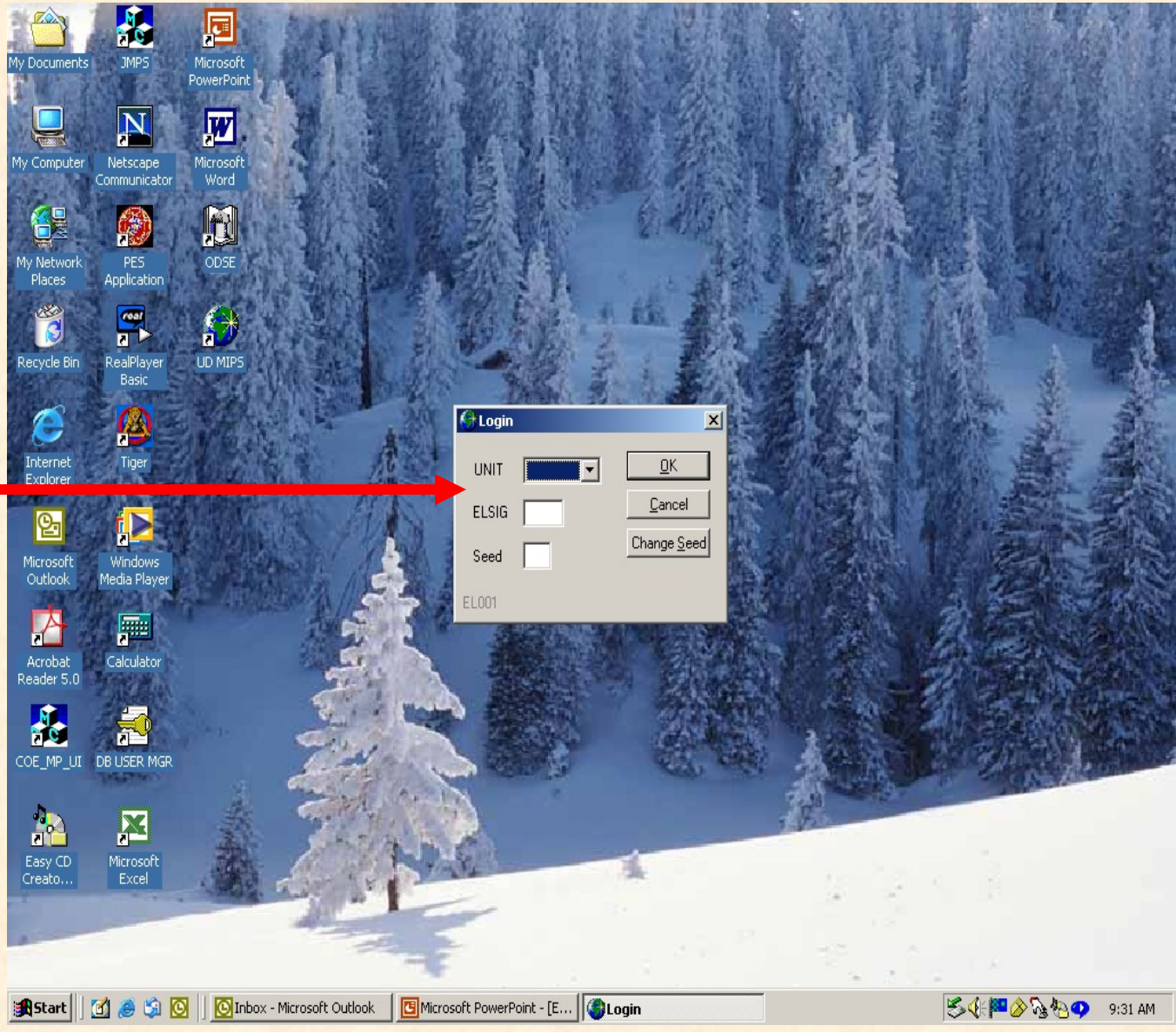
UNIT DIARY/MARINE INTEGRATED PERSONNEL SYSTEM (UD/MIPS)

RESERVE ACCESSIONS (ECCO's)

NEW PROCEDURES

GETTING STARTED…

Login to UD/MIPS with your RUC, ELSIG and SEED



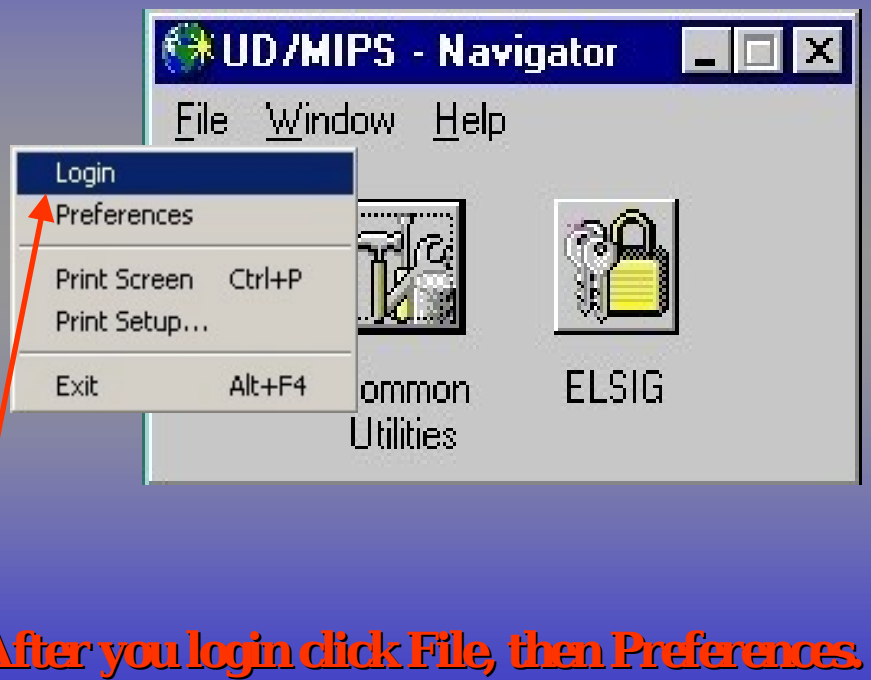
COLLECTION SERVER ACCESS

ONLY UNITS THAT ARE SERVER BASED CAN USE THE COLLECTION SERVER.

CLIENT UD/MIPS USERS MUST FOLLOW EXPORT INSTRUCTIONS.

Gaining Access to the Collection Server

From the Server Module

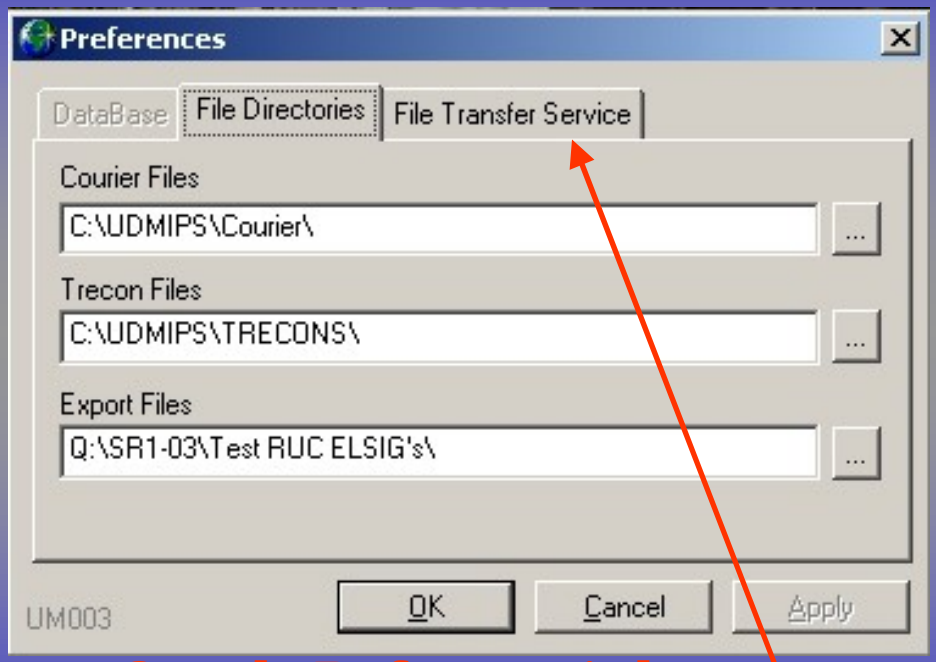


After you login click File, then Preferences.

COLLECTION SERVER ACCES

YOU MUST BE ON A LOCAL SERVER TO REQUEST ACCESS TO THE COLLECTION SERVER.

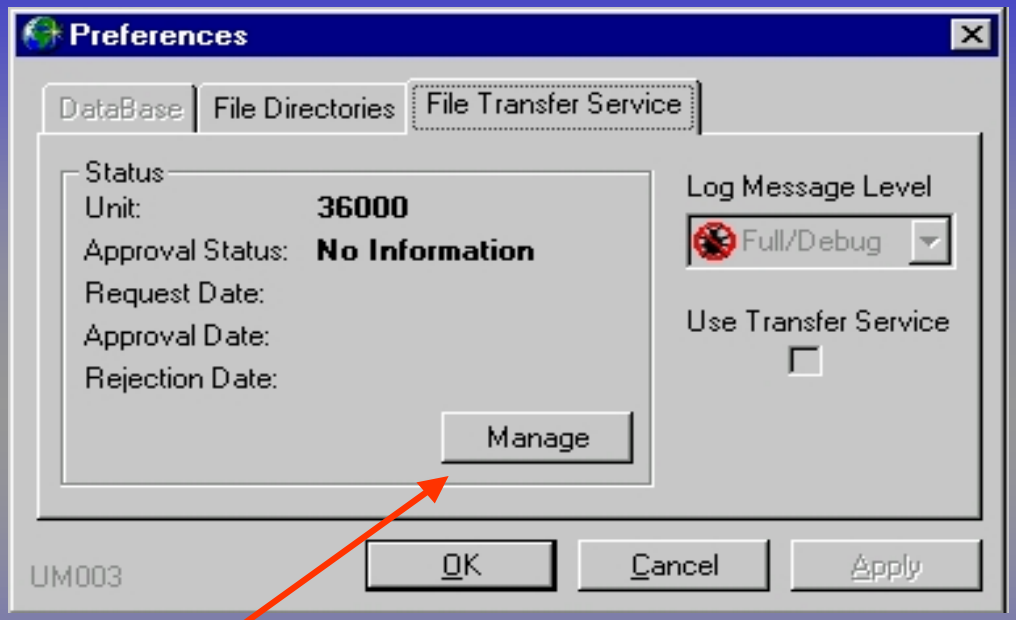
Collection Server Request



Once the Preference window opens, you need to go to the File Transfer Service.

COLLECTION SERVER ACCESS

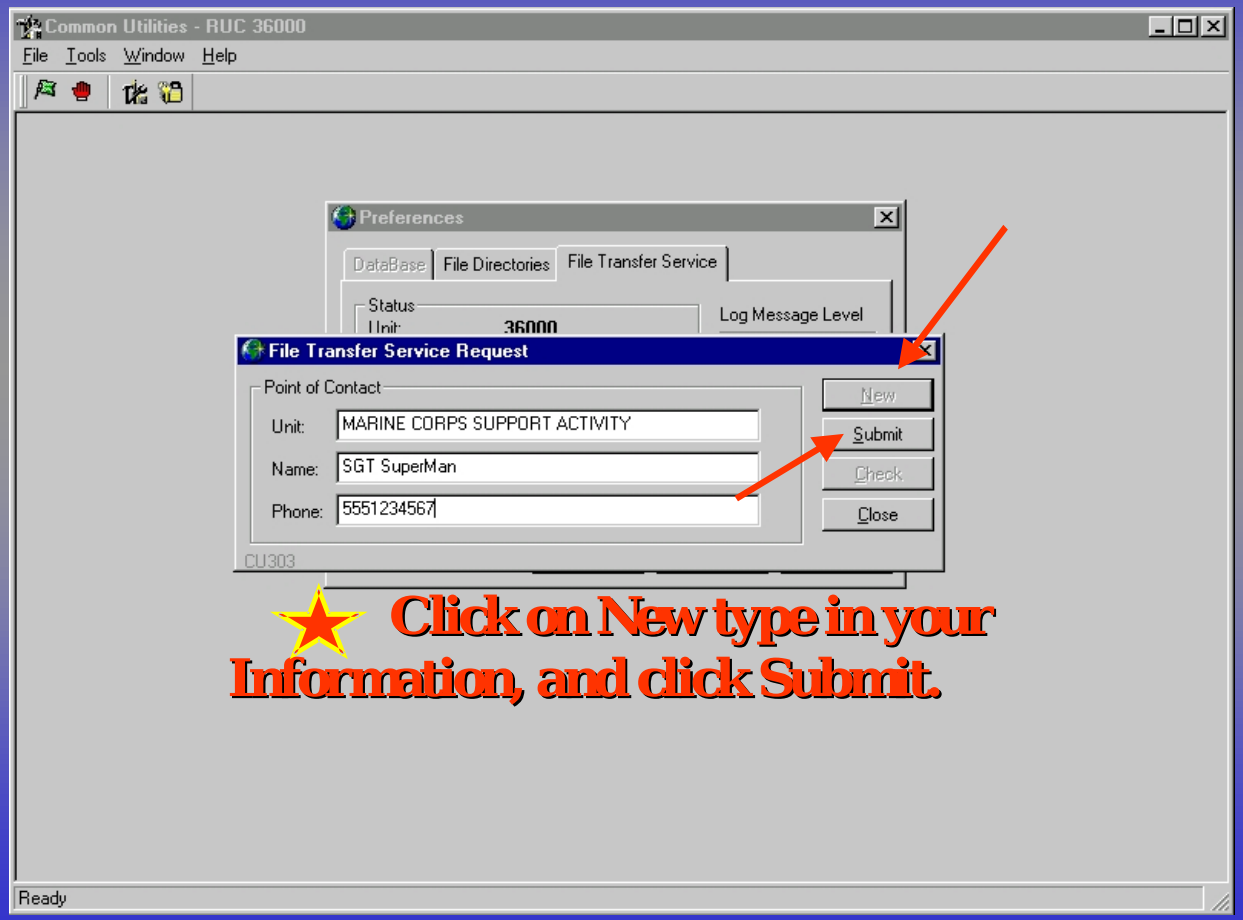
File Transfer Service



Click the Manage button to place your Request.

COLLECTION SERVER ACCESS

File Transfer Service Request

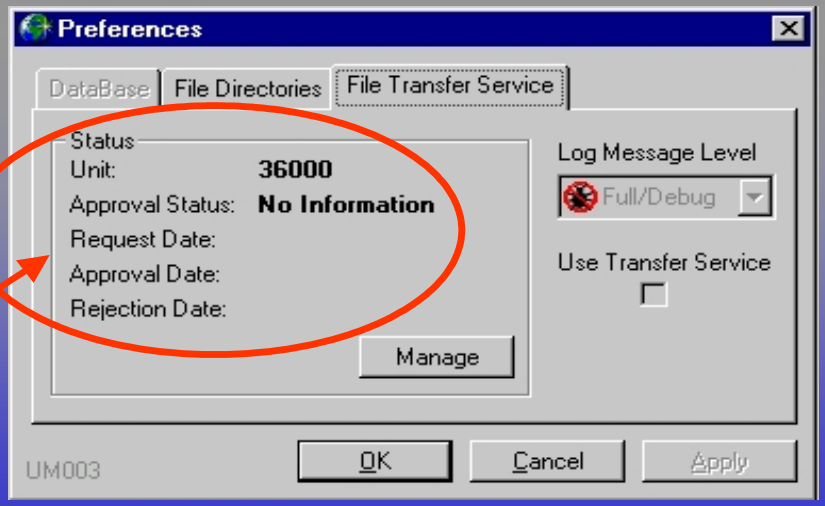


Click on New type in your Information, and click Submit.

COLLECTION SERVER ACCES

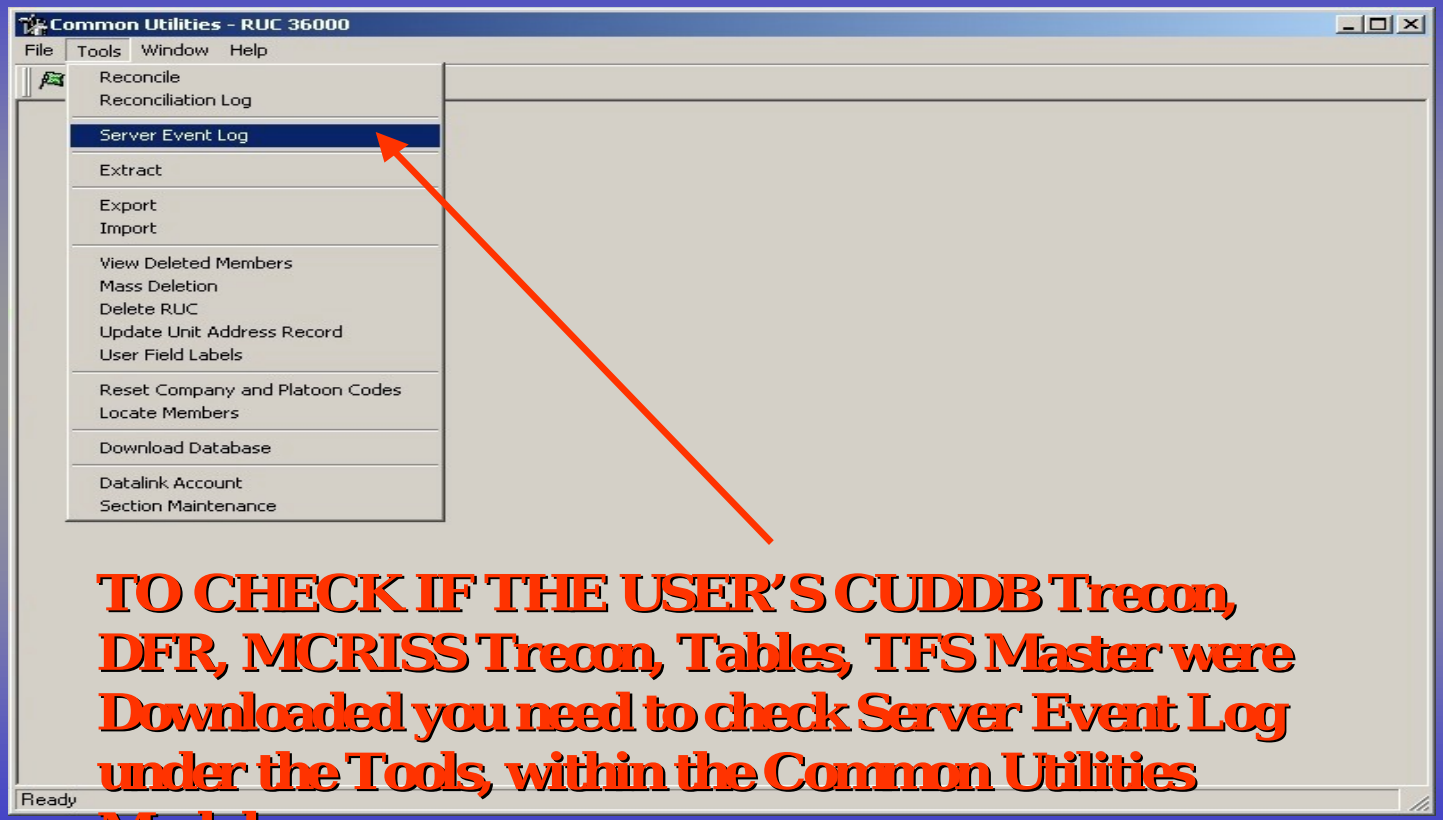
Checking for Approval

To check if you been Approved you need to click Check, which will appear after you submit your request. There you will notice a change in the Preference module. This will tell if you been approved.



COLLECTION SERVER USE

Server Event Log



TO CHECK IF THE USER'S CUDDB Trecon, DFR, MCRISS Trecon, Tables, TFS Master were Downloaded you need to check Server Event Log under the Tools, within the Common Utilities Module.

COLLECTION SERVER USE

ONCE YOU HAVE REQUESTED ACCESS TO THE COLLECTION SERVER, MISSA WILL FORWARD YOUR RUC TO THE TSO

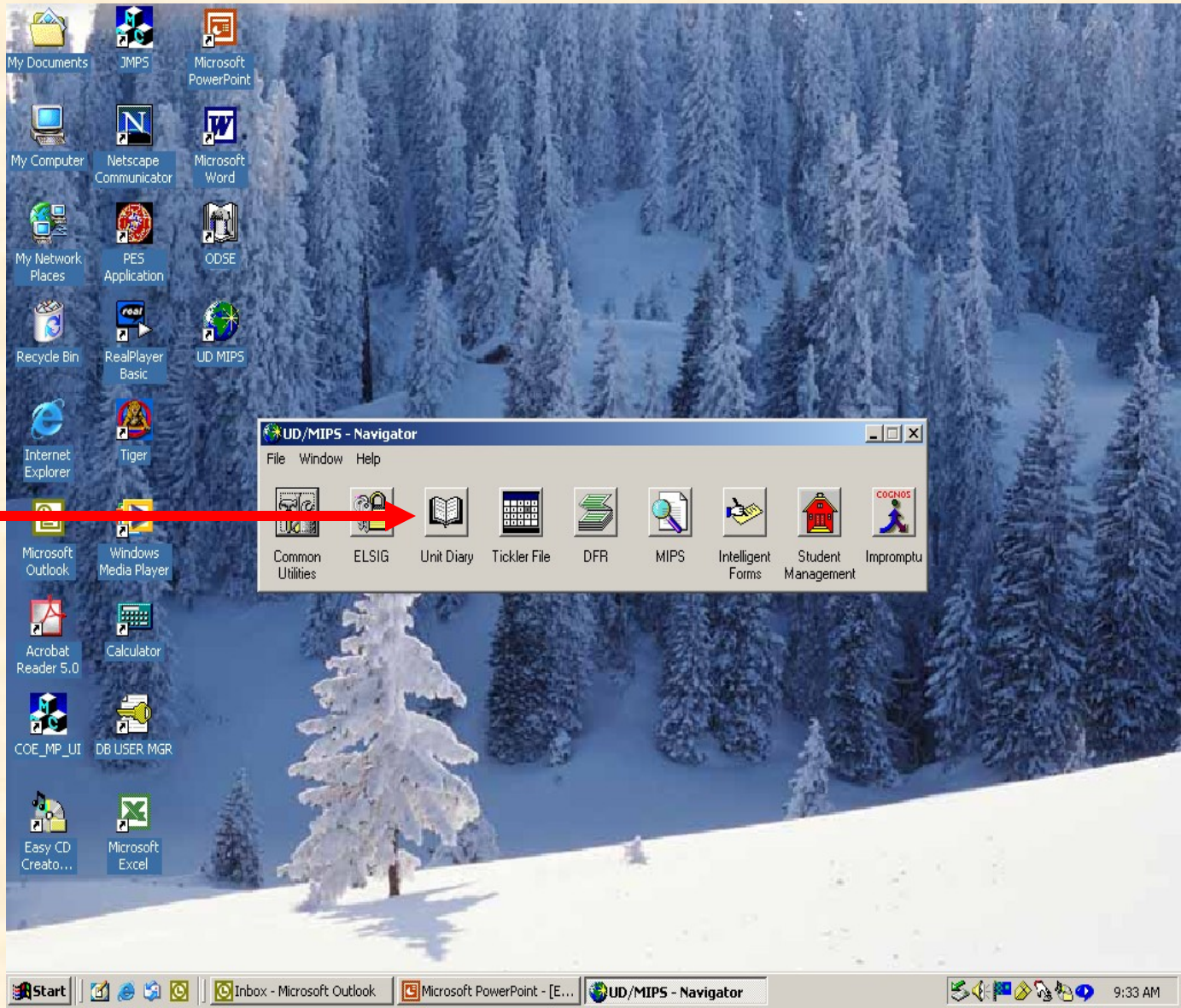
YOUR RUC WILL BE ADDED TO THE UNIT FUNCTION TABLE. THIS TABLE TELLS THE COMPUTER THAT YOU HAVE AUTHORITY TO EXECUTE AN ECCO.

YOUR TABLES TRECON WILL UPDATE YOUR CLIENT WITH THE UNIT FUNCTION TABLE.

NOW YOU'RE READY TO BEGIN PROCESSING.

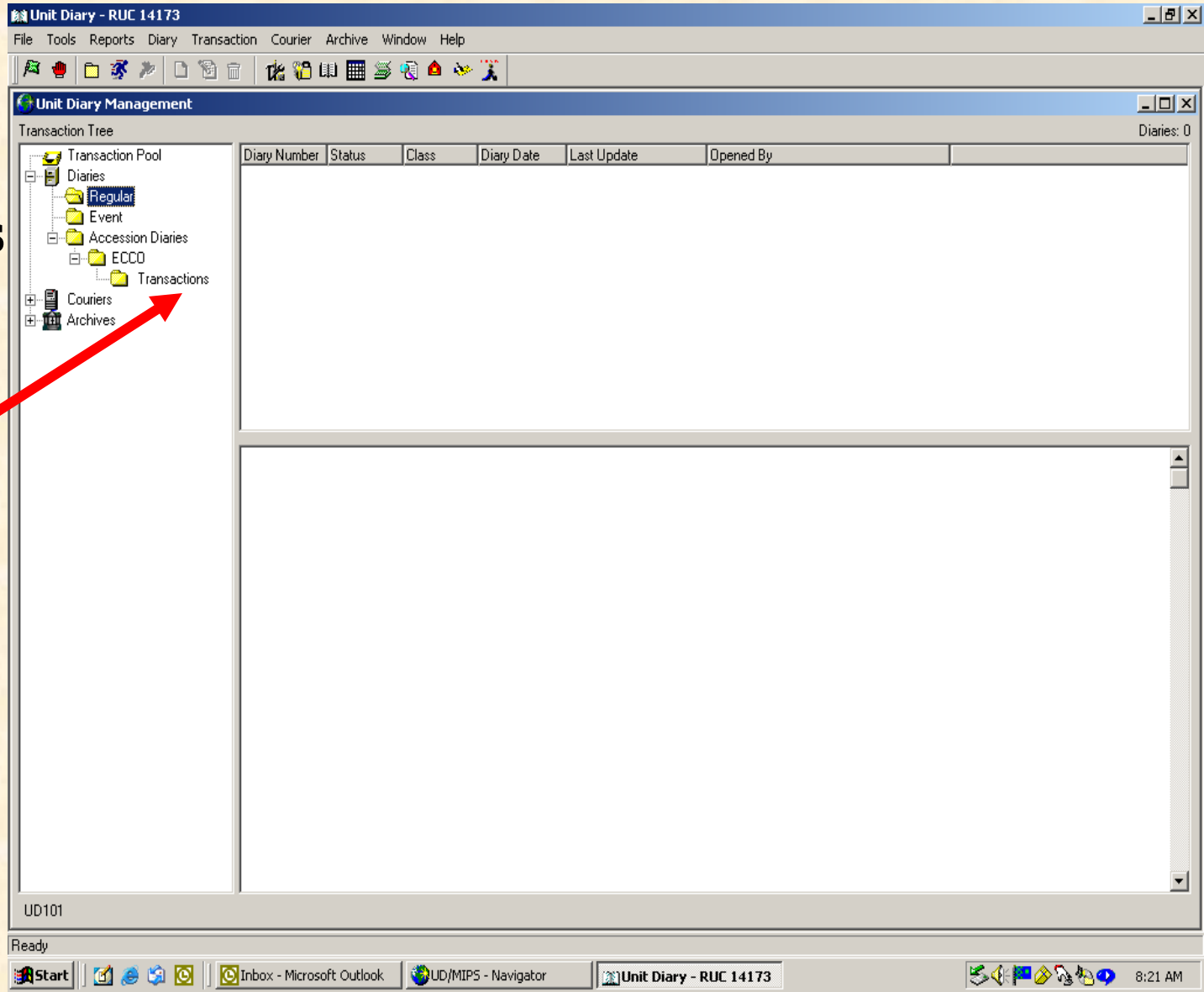
AFTER LOGIN….

Select the Unit Diary Icon



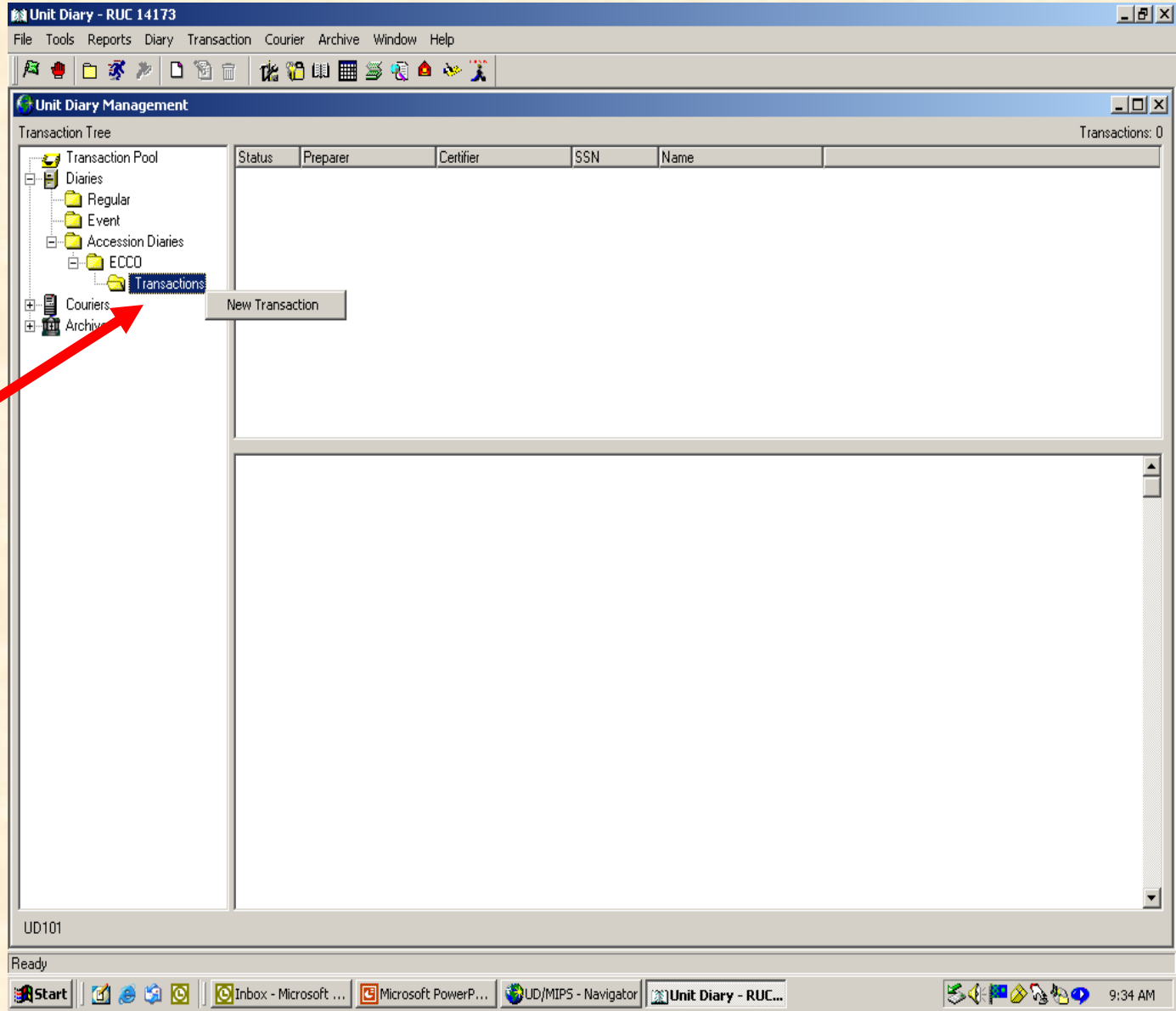
IN THE UNIT DIARY MODUL

Highlight transactions under the ECCO tree view icon



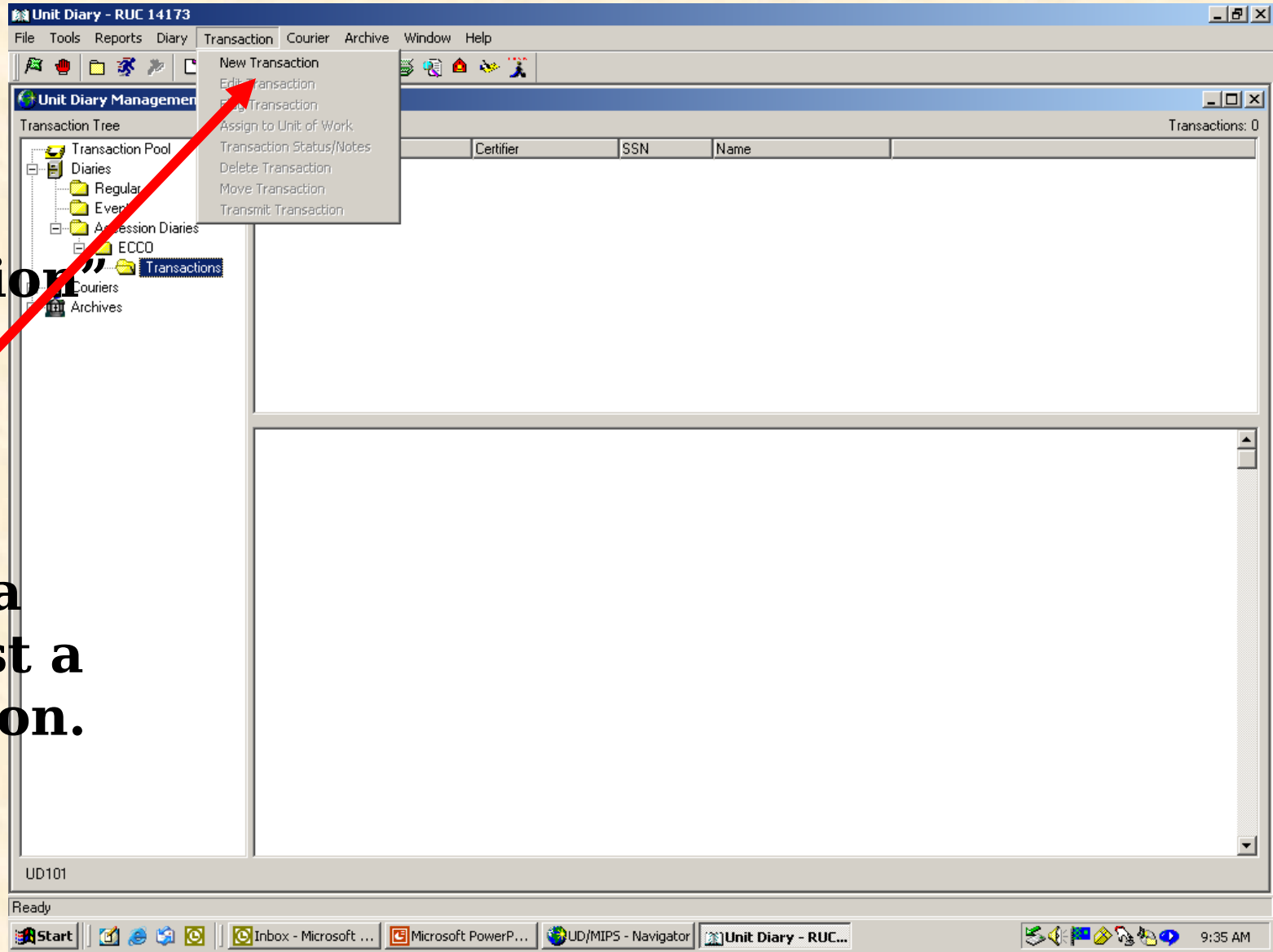
WHAT TO DO…..

Right click on transactions below the ECCO tree view icon, or……..



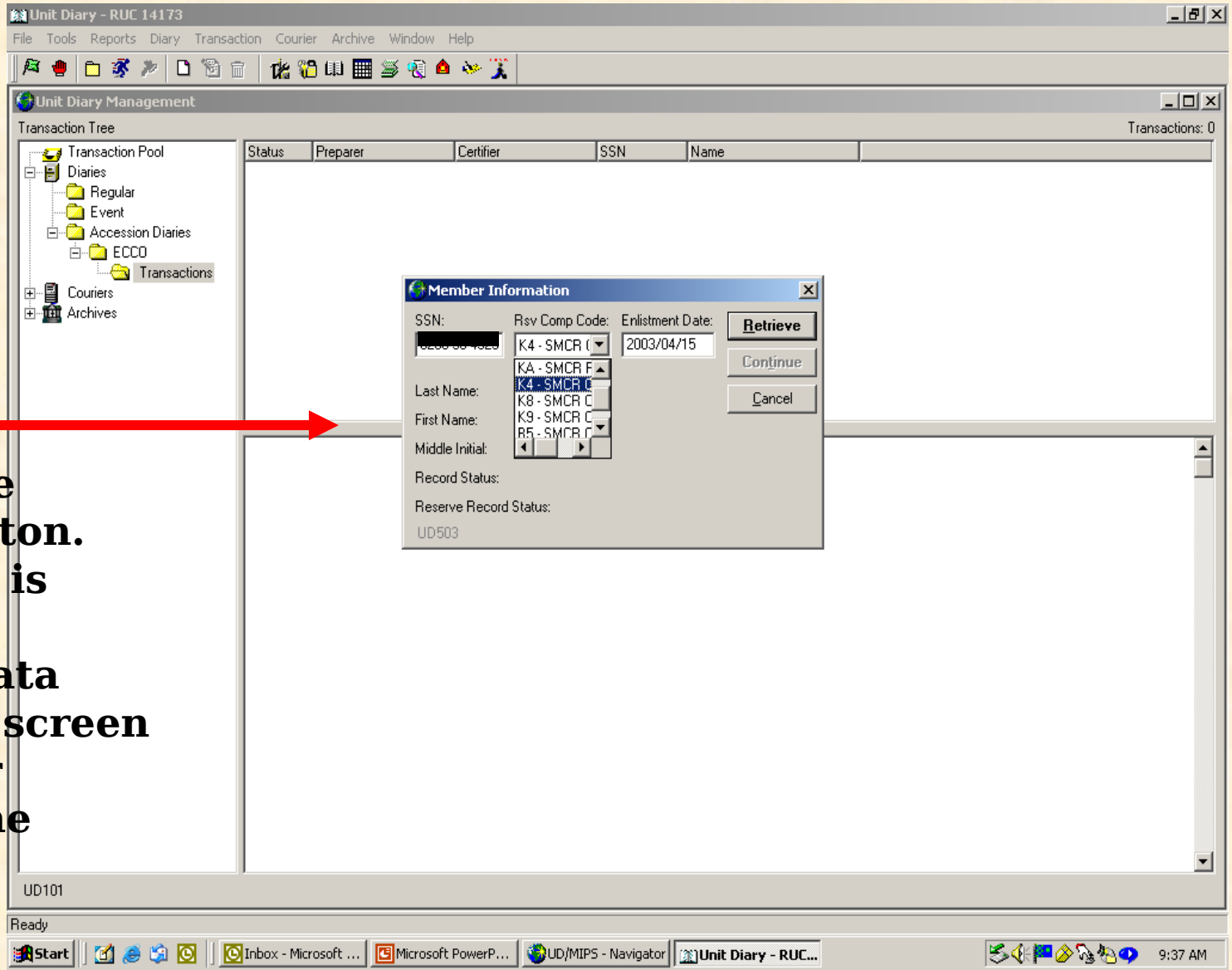
WHAT TO DO…..

Select "New Transaction" from the Toolbar. Note you are not opening a Diary, just a transaction.



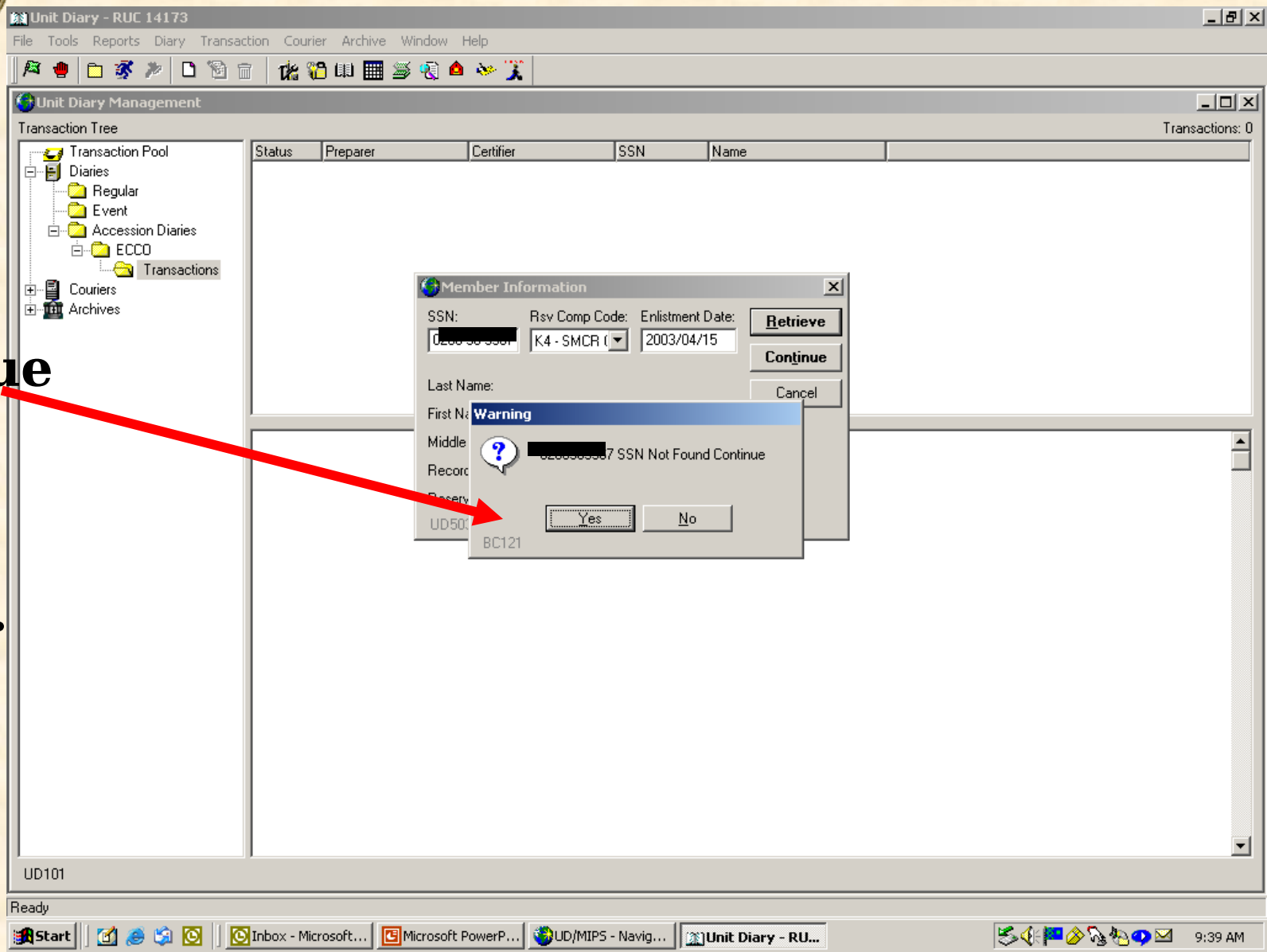
WHAT TO DO…..

The member information window will appear. Fill in the SSN, Reserve Comp Code and enlistment date. Click the "Retrieve" button. If the member is not on the Operational Data Store, a blank screen will appear for you to fill in the data.



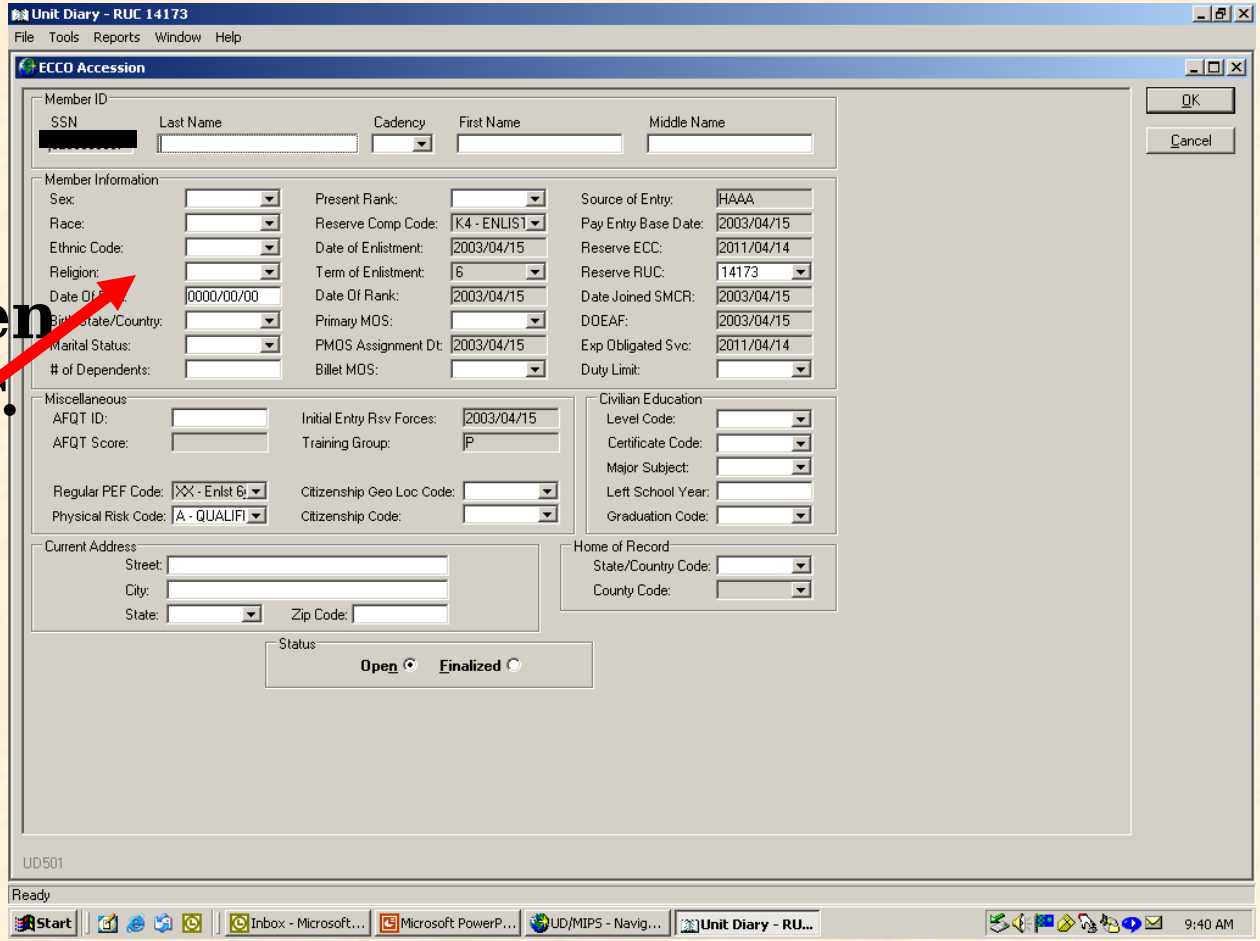
WHAT TO DO…..

Click ‘YES’ to continue for the blank input screen.



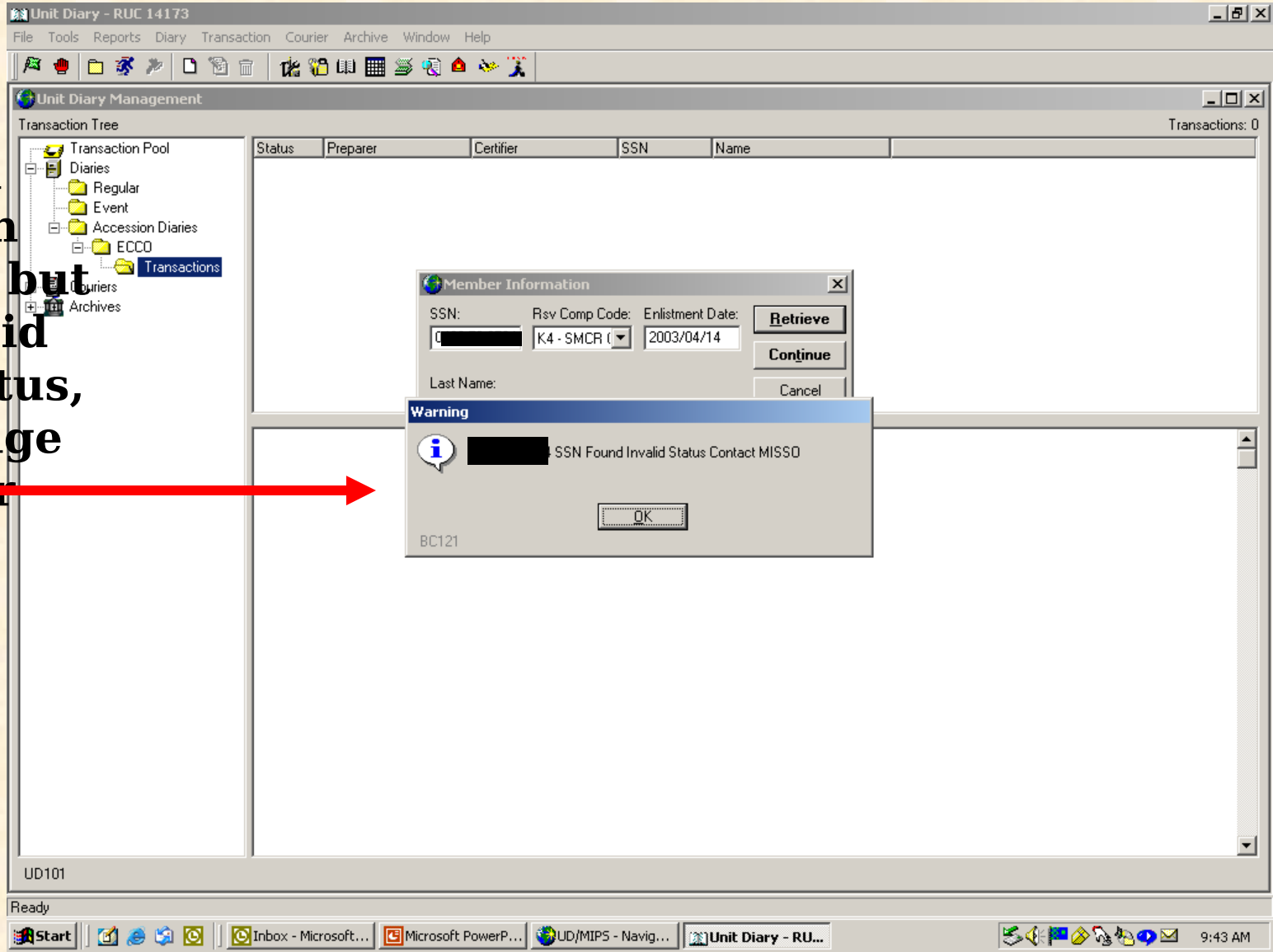
WHAT TO DO……

A blank input screen will appear. Fill in the blanks.



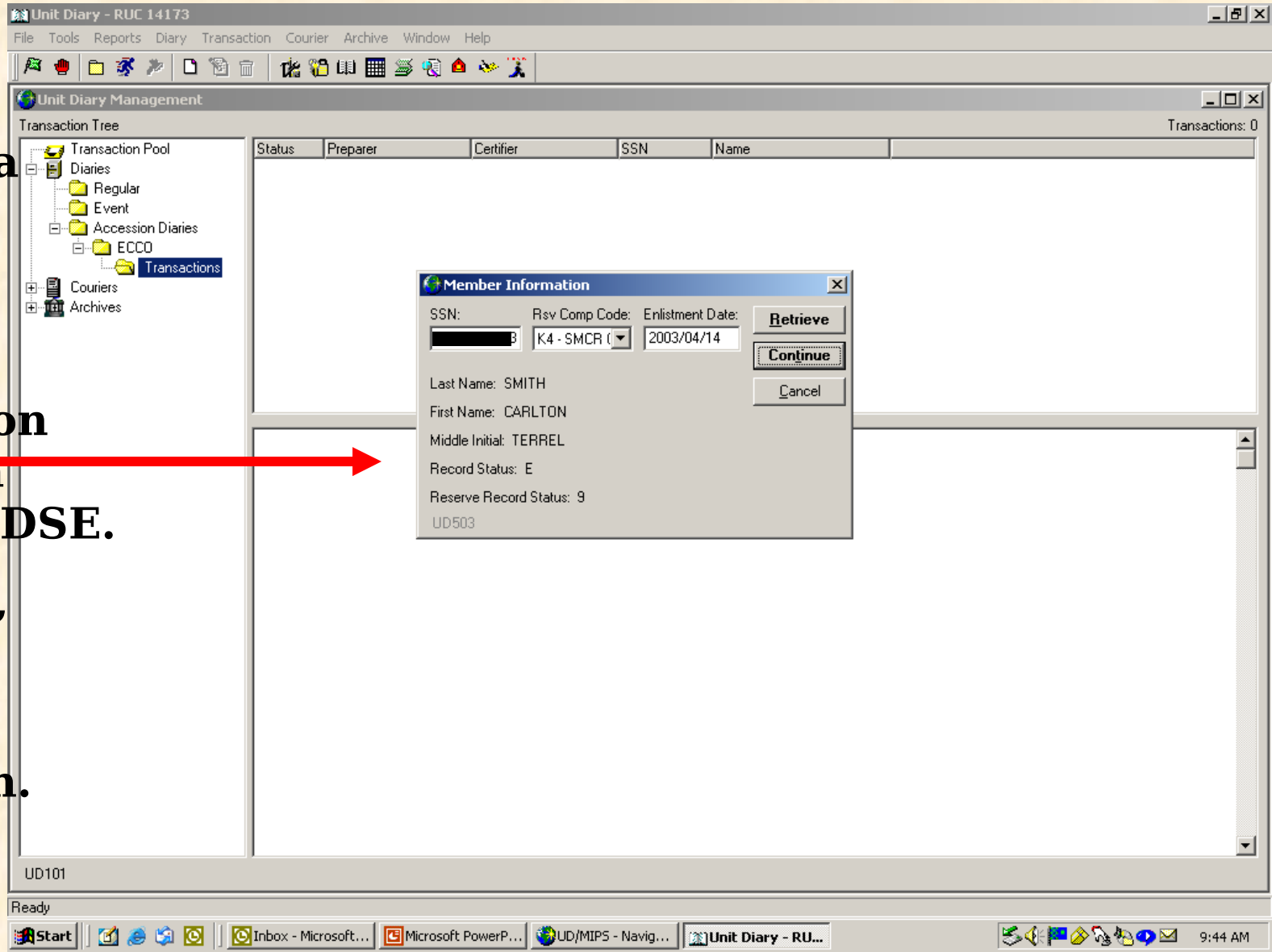
WHAT TO DO…..

If a record is found on The ODSE but in an invalid record status, this message will appear



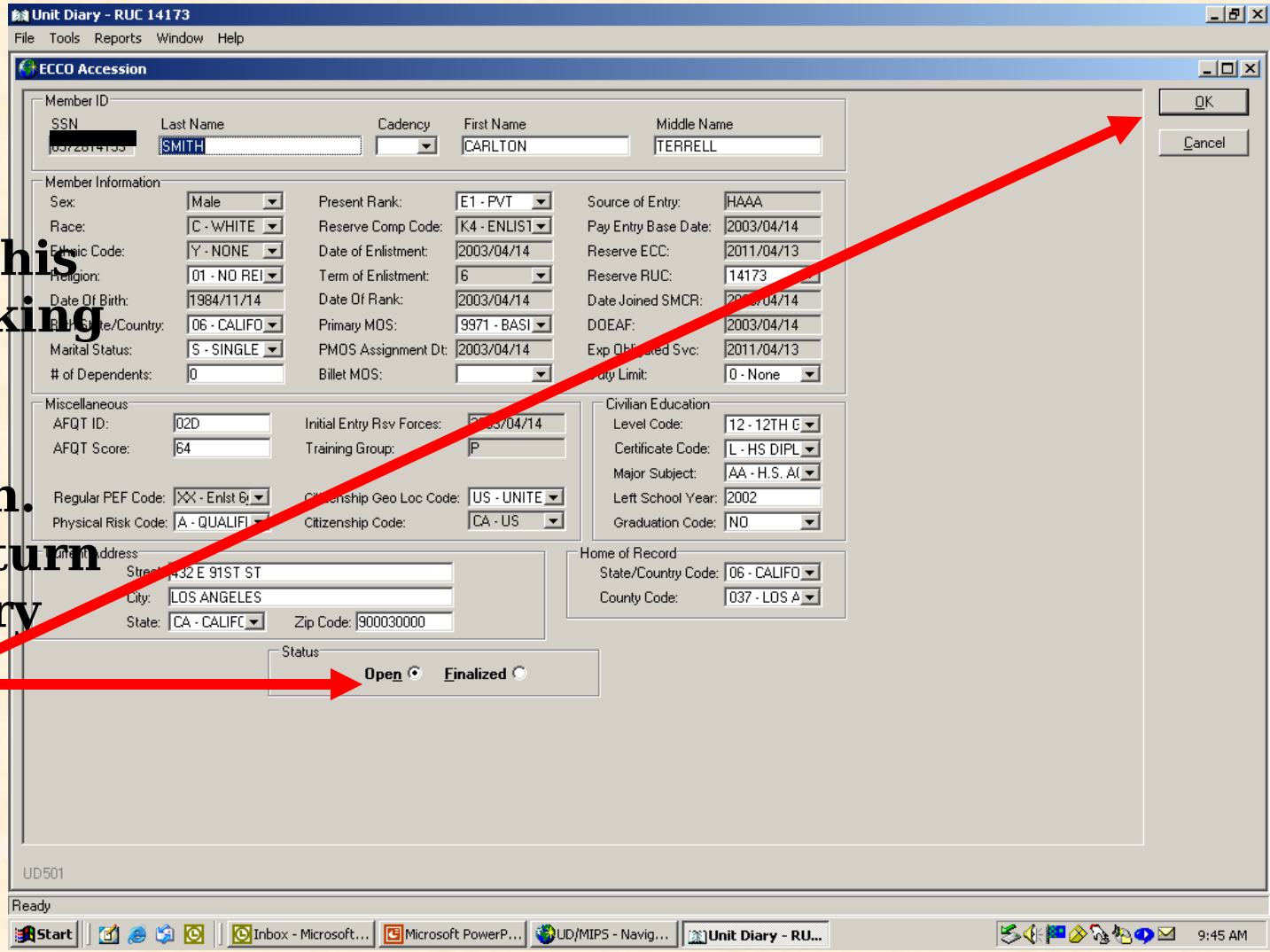
WHAT TO DO…..

If there is a record on the ODSE, you will receive data back on this screen from the ODSE. Press the "Continue" button to get to the next screen.



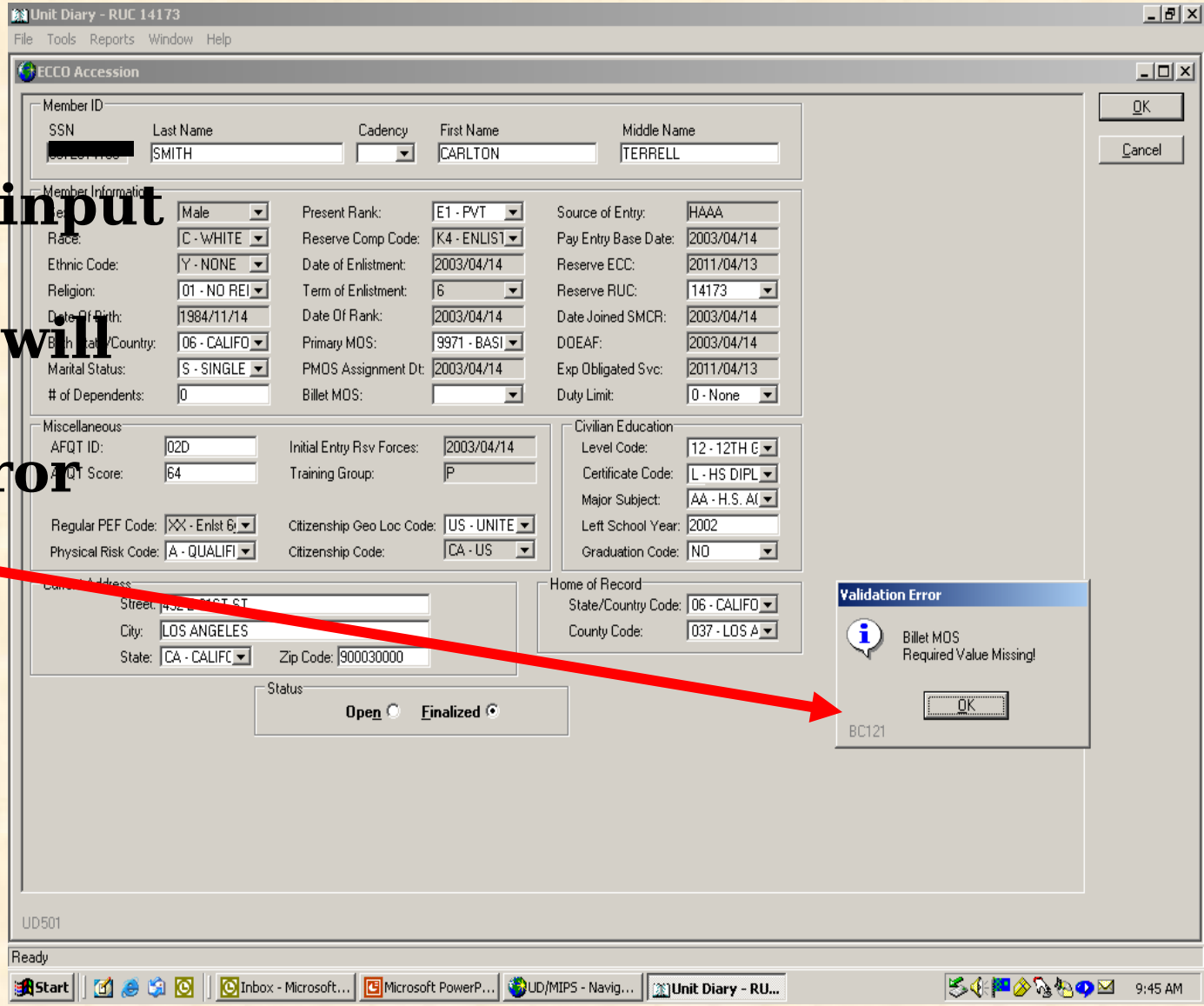
WHAT TO DO…..

Fill in any missing data. You can save this screen by clicking "OK", even if only partial data is filled in. Cancel will return you to the diary window.



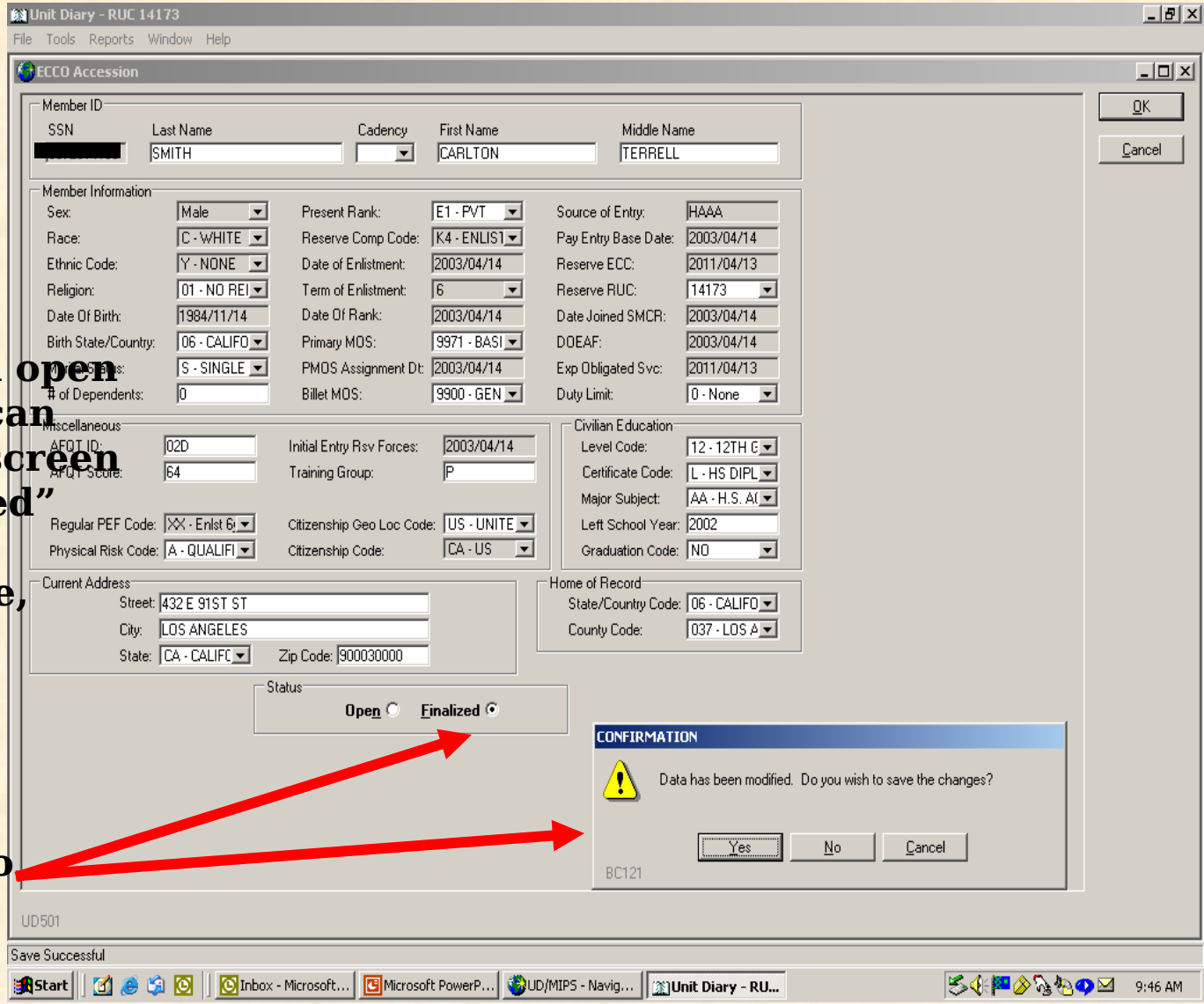
WHAT TO DO…..

If there is an error during input or if data is missing, you will receive a validation error message.



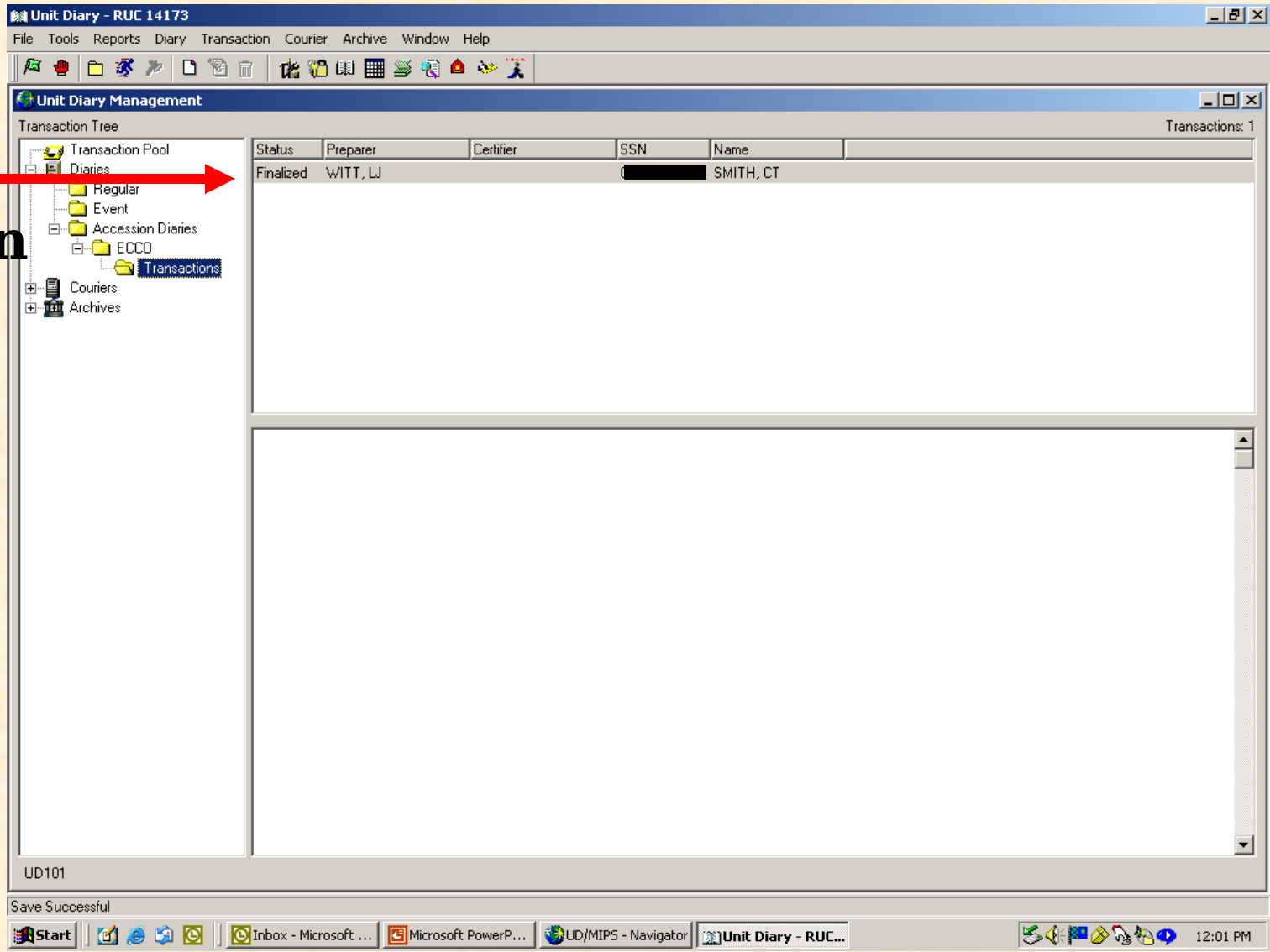
WHAT TO DO…..

Once all the data has been input, you can save by clicking the 'OK' button. This will move the transaction back to the to the Transaction Pool in an open status. The reviewer can then check the input screen And click the "Finalized" button.
In the 'Finalized' mode, click 'Yes" to save the changes. This will move the transaction back to the to the Transaction Pool and in the correct status to be transmitted or exported.



WHAT TO DO……

ECCO transaction

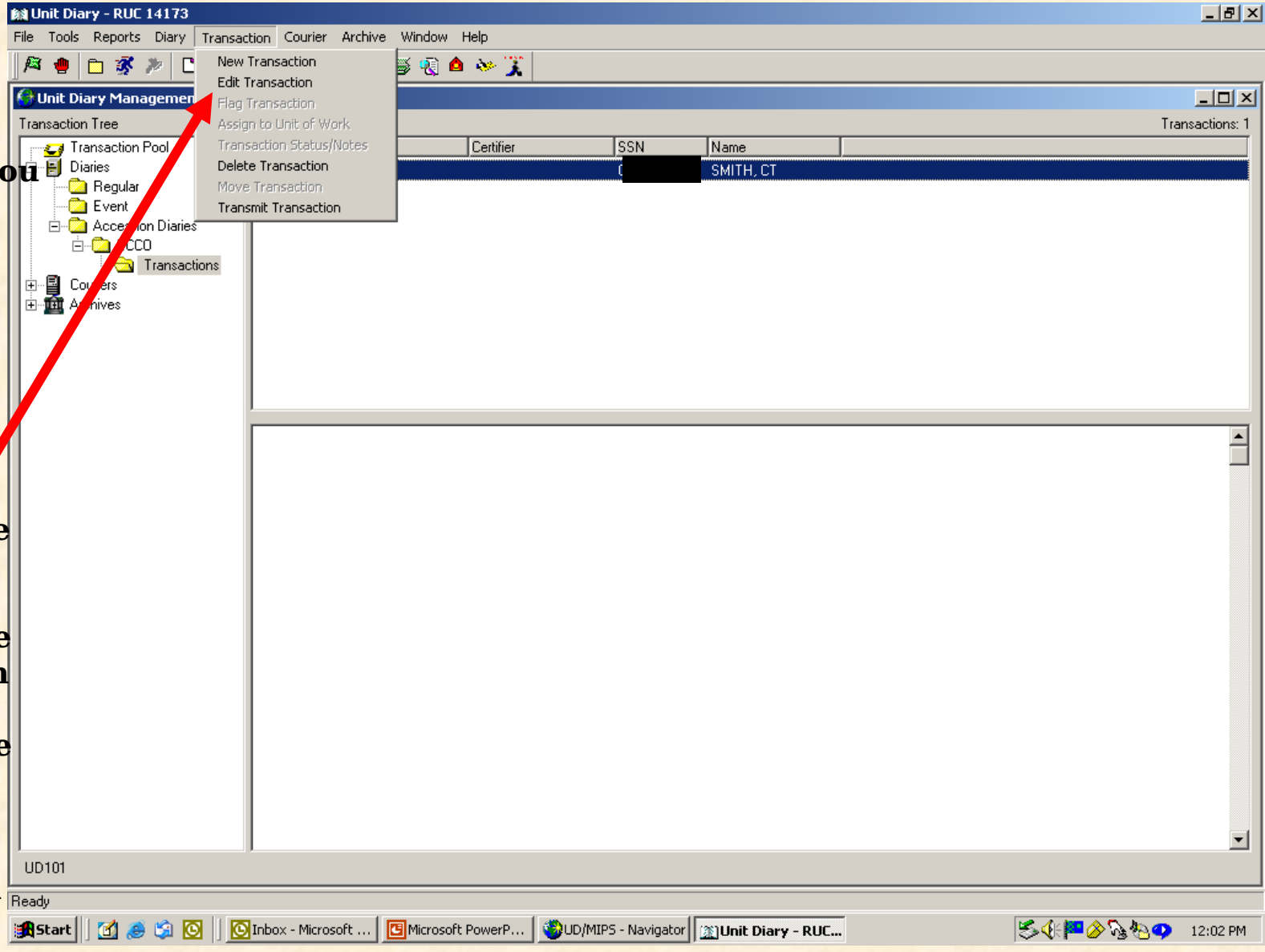


EDIT TRANSACTION

Clicking on the tool bar titled 'Transaction', you can edit a transaction, delete a transaction, or transmit a transaction.

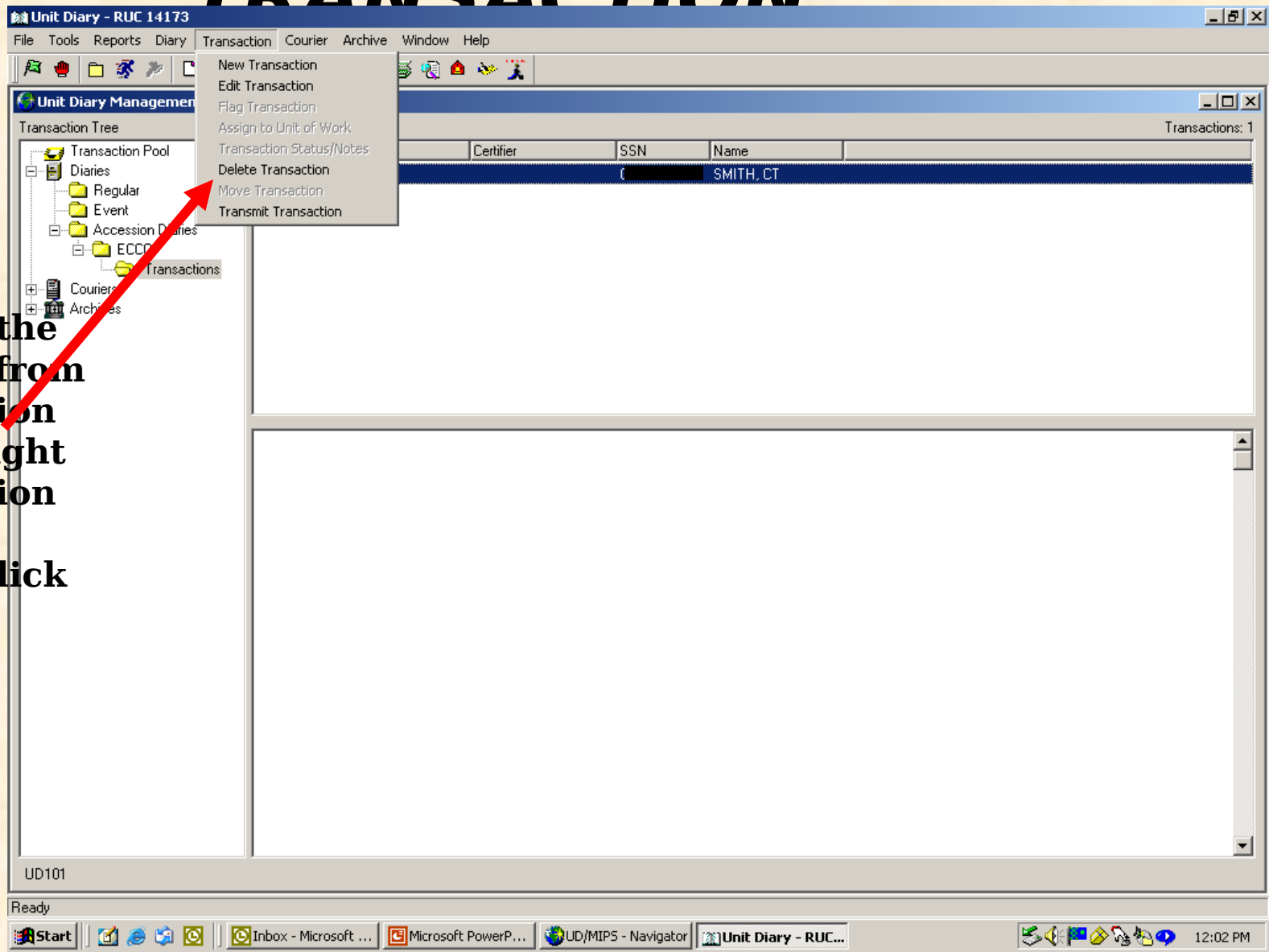
Editing a transaction will open up the transaction window.
You may change any information necessary, and then re-save the transaction.

Highlight the transaction you want



DELETE TRANSACTION

Deleting a transaction will remove the transaction from the transaction pool. Highlight the transaction you want to delete and click the "Delete transaction" button.

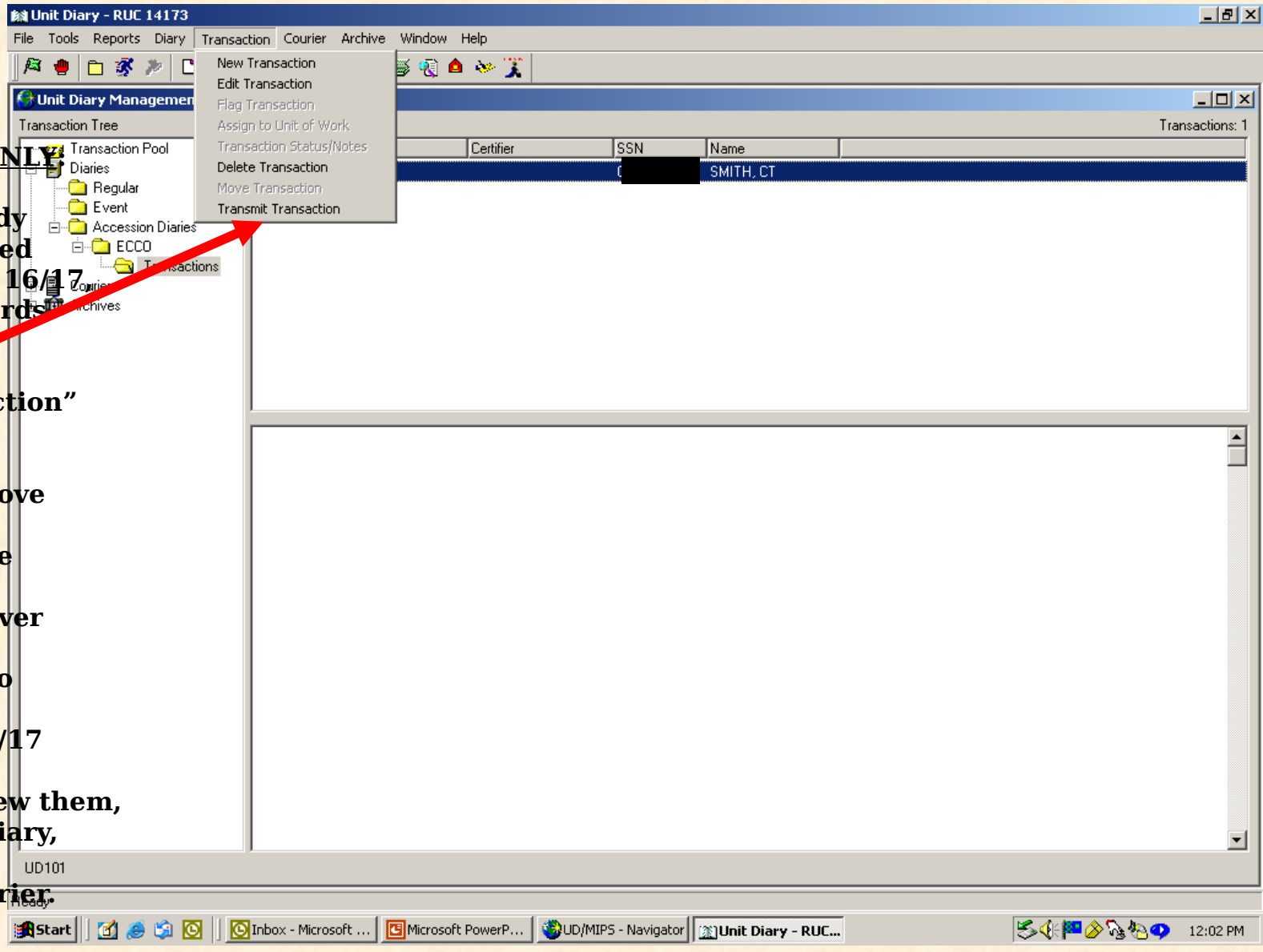


TRANSMIT TRANSACTIONS – SERVER USER ONLY

SERVER USERS ONLY:

When you are ready to send the finalized records to MISSO 16/17 highlight the records you want to send and click the "Transmit Transaction" button.

This action will move the finalized transactions to the collection server. The collection server will then transmit the transactions to the MISSO 16/17 server. MISSO 16/17 will retrieve the transactions, review them, place them on a diary, certify the diary and make the courier.

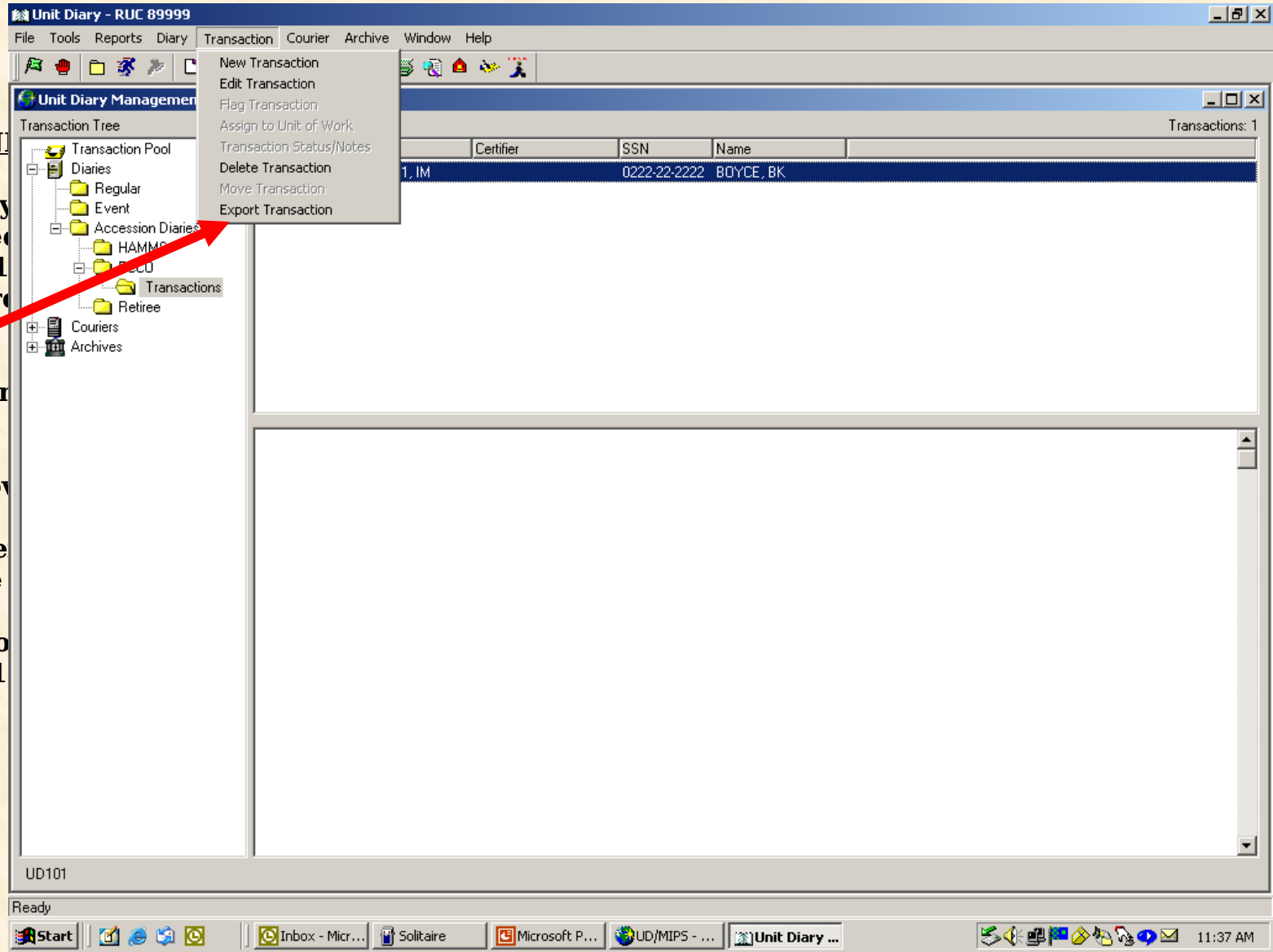


TRANSMIT TRANSACTIONS – CLIENT USER ONLY

CLIENT USERS ONL

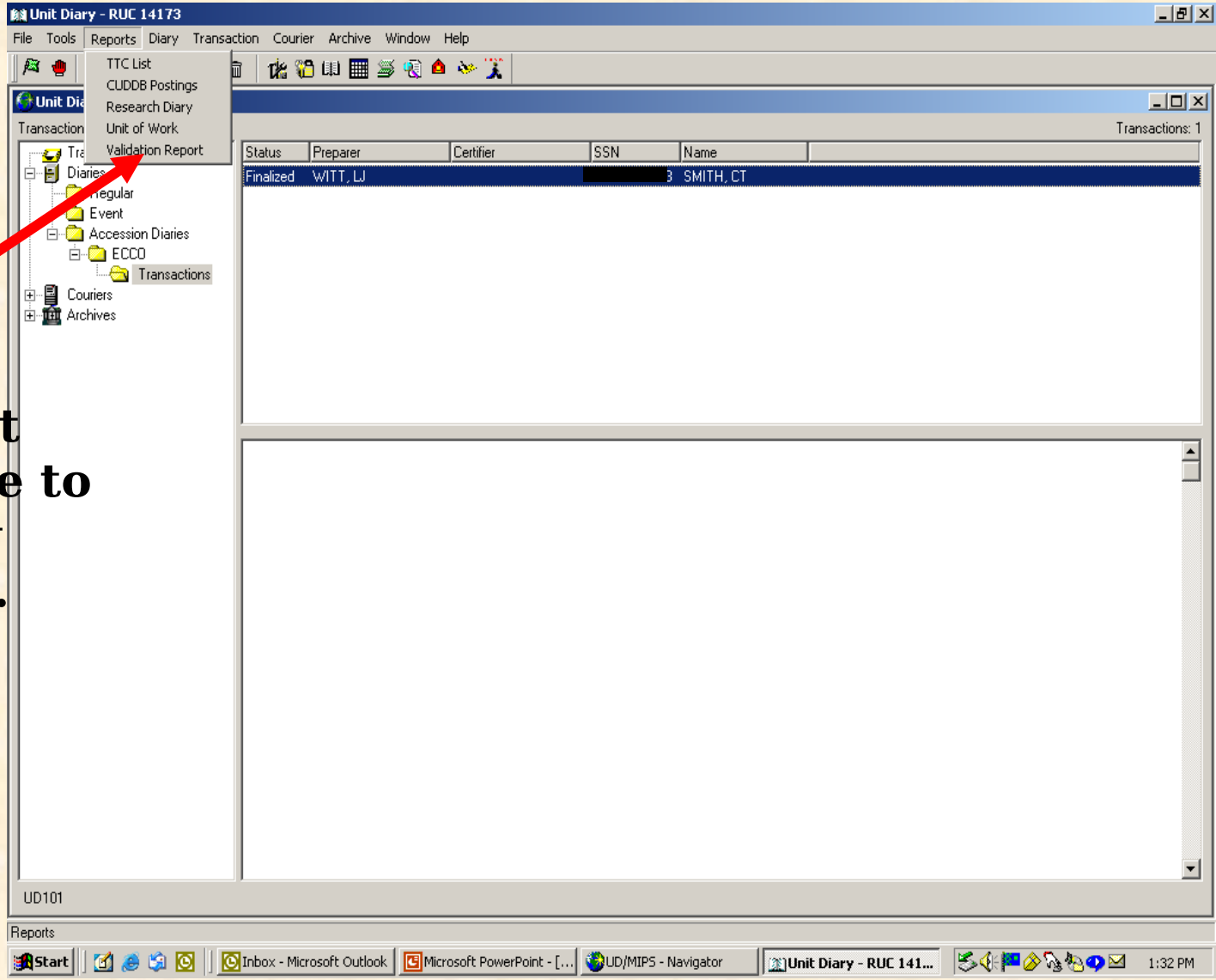
When you are ready to send the finalize records to MISSO 1 highlight the recor you want to send and click the "Export Transactio button.

This action will mo the finalized transactions to a te at a designated file have chosen.
E-mail the file to yo POC at MISSO 16/1



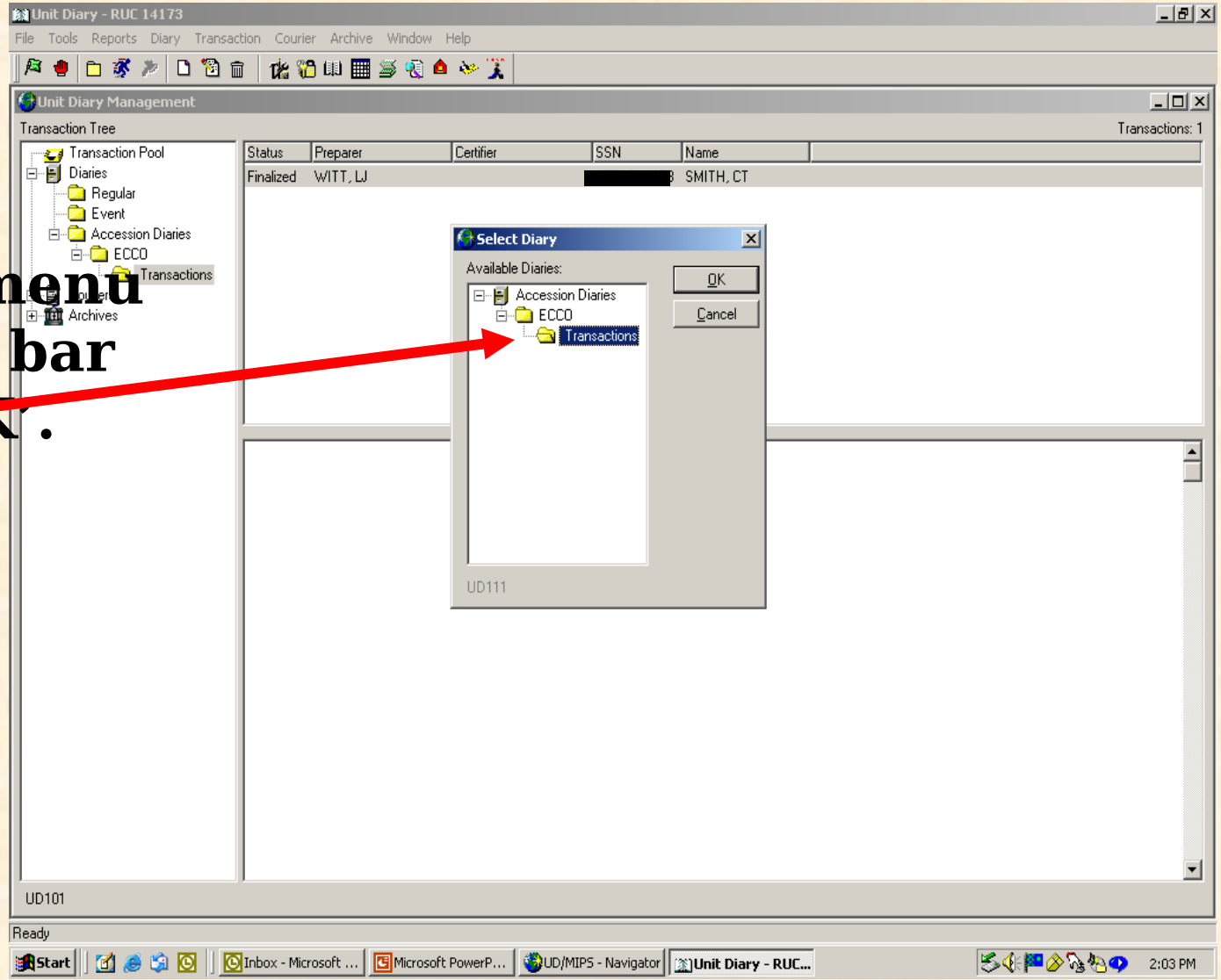
VALIDATION REPORT

There is a Validation report you can generate to ensure accuracy for your ECCO's.



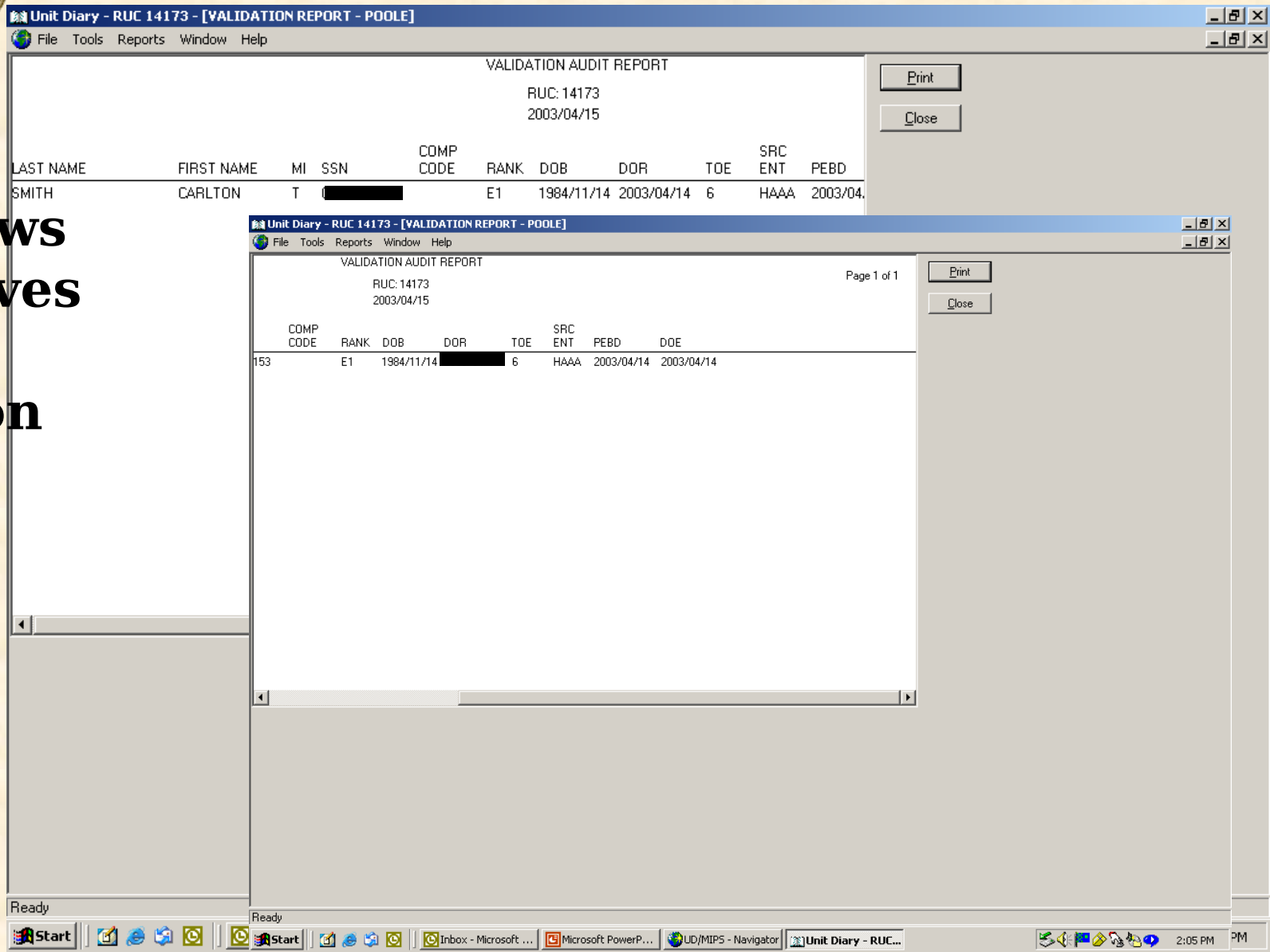
VALIDATION REPORT

Select the Transaction menu from the tool bar and press ‘OK’.



VALIDATION REPORT

This shows both halves of the Validation Report.


Unit Diary - RUC 14173 - [VALIDATION REPORT - POOLE]
File Tools Reports Window Help
VALIDATION AUDIT REPORT
RUC: 14173
2003/04/15
Print
Close
LAST NAME FIRST NAME MI SSN COMP CODE RANK DOB DOR TOE SRC ENT PEBD
SMITH CARLTON T [redacted] E1 1984/11/14 2003/04/14 6 HAAA 2003/04
Unit Diary - RUC 14173 - [VALIDATION REPORT - POOLE]
File Tools Reports Window Help
VALIDATION AUDIT REPORT
RUC: 14173
2003/04/15
Page 1 of 1
Print
Close
COMP CODE RANK DOB DOR TOE SRC ENT PEBD DOE
153 E1 1984/11/14 [redacted] 6 HAAA 2003/04/14 2003/04/14
Ready
Ready
Start
Inbox - Microsoft ...
Microsoft PowerP...
UD/MIPS - Navigator
Unit Diary - RUC...
2:05 PM

WHO TO CALL….

MISSO 16/17 POINTS OF CONTACT:

MGySgt Ragsdale	RAGSDALESD@MFR.USMC.MIL	465-5363
MSgt Kyle	KYLERE@MFR.USMC.MIL	465-5188
SSgt Cottrell	COTTRELLBR@MFR.USMC.MIL	465-5188
SSgt Lewis	LEWISWE@MFR.USMC.MIL	465-5188

CONGRATULATIONS!!!!!

YOU HAVE NOW COMPLETED THE

ECCO CBT